



DEPARTMENT OF HEALTH & HUMAN SERVICES

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ADMINISTRATION FOR CHILDREN AND FAMILIES  
**Administration on Children, Youth and Families**  
1250 Maryland Avenue, S.W.  
Washington, D.C. 20024

DEC 11 2008

Ismael Ahmed  
Director  
Michigan Department of Human Services  
235 South Grand Avenue  
P. O. Box 30037  
Lansing, Michigan 48909

Dear Mr. Ahmed:

The Children's Bureau (CB), within the Administration for Children and Families (ACF), would like to acknowledge the receipt of the title IV-E State Plan amendments submitted by the Michigan Department of Human Services (DHS), Bureau of Children's Services, dated March 25, 2008 and an electronic revision received on May 28, 2008. In addition, CB received hard copy revisions to the Adoption Assistance Program section of the title IV-E State Plan on February 29, 2008, and electronic revisions on May 5 and June 12, 2008.

Amendments to the State Plan were required as a result of passage of new Federal legislation, as follows: The Deficit Reduction Act of 2005 (P.L. 109-171), The Fair Access to Foster Care Act of 2005 (P.L. 109-173), The Child and Family Services Improvement Act of 2006 (P.L. 109-288), The Adam Walsh Child Protection and Safety Act of 2006 (P.L. 109-248), The Safe and Timely Interstate Placement Act of 2006 (P.L. 109-239), and the Tax Relief and Health Care Act of 2006 (P.L. 109-432). On July 10, 2008, CB staff in Region V received a copy of Michigan's proposed Adoption Assistance and Foster Care title IV-E Program Improvement Plan (PIP) that addressed those areas of its State Plan which were determined to be non-compliant with applicable Federal statutory and regulatory provisions and, consequently, required updates.

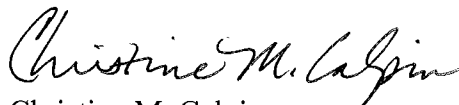
Please be mindful that in order to be eligible for funding under title IV-E of the Social Security Act, States must have an approved State Plan that meets all of the title IV-E statutory and regulatory requirements [45 CFR 1356.20(a)]. Once approved, the State Plan remains in effect until an amendment is required [45 CFR 1356.20(e)]. An amendment is required if there is any significant and relevant change in the organization, policies, or operations described in the State Plan. All relevant changes required by new statutes, regulations, interpretations and court decisions must be submitted timely so that CB may determine whether the State Plan continues to meet Federal requirements and policies [45 CFR 1356.20(d)(1)]. Prior to submission to CB's Regional Office (RO), the State Plan and any revisions to the State Plan must be submitted to the State Governor, or designee, for review [45 CFR 1356.20(d)(2)].

Since receipt of the information you provided on June 12, 2008, staff from CB's Regional and Central offices have been in ongoing communication with your staff and have worked collaboratively to ensure that other necessary information has been secured. CB's subsequent review of Michigan's PIP proposal leads me to believe that upon successful completion of the PIP, Michigan will be in compliance with the aforementioned Federal statutes and regulations. As a result, CB approves Michigan's PIP. DHS is reminded that it must comply with all applicable Federal requirements during the PIP's implementation. Also, upon completion of the PIP, DHS must submit a new title IV-E State Plan, including supporting documentation, to CB's RO that reflects its compliance with all Federal requirements that were addressed in the PIP.

As activities outlined in the PIP are completed, DHS must submit timely reports to CB's RO for review and inclusion in the approved State Plan. Quarterly reports must be submitted to CB's RO detailing progress on each individual goal outlined in the PIP. The first quarterly report is due 45 days from the date of this approval letter, with subsequent reports due every 90 days thereafter. In addition, all action steps must be completed within 12 months of the date of this letter. If the State remains out of compliance, it will be subject to a penalty related to the extent of its non-compliance in accordance with 45 CFR 1355.32(d)(4).

Enclosed please find your approved copy of the title IV-E State Plan Certification. If you have questions, please contact Carolyn Wilson-Hurey, CB's Child Welfare Regional Program Manager in Region V, at (312) 353-9672 or by e-mail at [carolyn.wilson-hurey@acf.hhs.gov](mailto:carolyn.wilson-hurey@acf.hhs.gov). You also may contact Irene Carrillo, CB's Child and Family Specialist, at (312) 886-4934 or by e-mail at [irene.carrillo@acf.hhs.gov](mailto:irene.carrillo@acf.hhs.gov).

Sincerely,



Christine M. Calpin  
Associate Commissioner  
Children's Bureau

Enclosure:

Copy of signed title IV-E State Plan certification.

cc: Kathryne O'Grady, Deputy Director; Michigan DHS; Lansing, MI  
Mary Mehren, Federal Compliance Manager; Michigan DHS; Lansing, MI  
Gail Collins, Director; CB, Division of Policy Implementation; Washington, DC  
Carolyn Wilson-Hurey, Child Welfare Regional Program Manager; CB, Region V;  
Chicago, IL  
Irene Carrillo, Child and Family Specialist; CB, Region V; Chicago, IL

TITLE IV-E STATE PLAN - STATE OF Michigan

## CERTIFICATION

I hereby certify that I am authorized to submit amended pages for the State Plan on behalf of

Michigan Department of Human Services  
(Designated State Agency)

Date 3-25-08

Samuel Ahmed  
(Signature)

Director  
(Title)

APPROVAL DATE: 12/9/08

EFFECTIVE DATE: 10/01/2006

Christine M. Caplan  
(Signature ACF Regional Representative)  
Associate Commissioner

**Michigan Program Improvement Plan (PIP) for Title IV-E State Plan  
Adoption Subsidy and Foster Care**

Department of Human Services

June 30, 2008

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Title IV-E Improvement Plan**

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## **I. INTRODUCTION**

In January 2008, the Michigan DHS (DHS) received notification that the Administration for Children and Families (ACF) of the Department of Health and Human Services completed a review of the Michigan's Title IV-E State Plan for Adoption Assistance and Foster Care. Based on the ACF review, it was determined that several of the State's policies or statutes appeared to be contradictory and did not give a clear depiction of the State's program regarding adoption assistance. Therefore, the Michigan Title IV-E State Plan for Adoption Assistance was not approved.

To be eligible to receive Federal financial participation (FFP) for the costs associated with title IV-E provisions, a state must have an approved state plan that meets the requirements of 45CFR 1355, 1356 and Sections 471, 472, 473 and 475 of the Social Security Act. Therefore, it was necessary for the Michigan DHS to analyze its policies and statutes comprehensively to ensure consistency within the overall programmatic structure of its adoption assistance and foster care programs and to clearly document those provisions that are supported by Title IV-E funds.

The following statements are made for purposes of implementing a Program Improvement Plan (PIP) and in no way should be construed as an admission of error of improper use of title IV-E funds.

## **II. SUMMARY OF MICHIGAN'S TITLE IV-E STATE PLAN REVIEW**

During 2006 and 2007, several major Federal statutes were enacted that had an impact on child welfare programs and services funded by Title IV-E of the Social Security Act. In response, ACF issued Program Instructions ACYF-CB-PI-07-02 and ACYF-CB-PI-07-04.

### **ADOPTION SUBSIDY**

Based upon the ACF review, the following areas in the Michigan Adoption Subsidy Manual were identified as needing clarification: eligibility requirements; timeframes for determinations; duration of assistance; extension of assistance past the age of 18 years; rate setting and income testing; content of agreements and administrative hearings.

The issues cited in a January 2008 letter from ACF point to areas in which the following actions will be required:

- Michigan Statute revisions
- Policy clarification, revision or new language
- Changes to the adoption subsidy database program

- Revisions to adoption subsidy forms, letters and pamphlets; and
- Reorganization of staff resources for monitoring federal and state legislative changes and ensuring ongoing compliance
- An analysis of increased fiscal resources required based on changes and revisions

### FOSTER CARE

Based upon the ACF review, the following areas in the Michigan Foster Care program were identified as needing clarification: state agency structure and function; foster care maintenance payments; case review system; medical and social services; preventative and reunification services; termination of parental rights; general program requirements and general provisions. The specific issues cited are outlined and addressed in the Title IV-E State Plan – State of Michigan Foster Care Program Improvement Plan.

### **III. PROGRAM IMPROVEMENT PLAN**

In accordance with 45CFR 1355.32(d)(4), Michigan is required to develop and implement a Program Improvement Plan (PIP) to rectify the areas identified by the ACF as compliance issues.

Given Michigan's commitment to ensure an approved title IV-E state plan, the immediate goal of the PIP is to focus on strategies to address the areas identified as needing clarification in policy. In addition, the PIP includes timelines and plans to implement legislative changes, data system changes and development of the appropriate oversight of federal and state regulations.

#### **IV. TITLE IV-E STATE PLAN – ADOPTION ASSISTANCE PROGRAM IMPROVEMENT PLAN**

The Michigan DHS received written correspondence on January 16, 2008 from the Administration for Children and Families regarding Michigan's areas of non-compliance with Michigan's Title IV-E State Plan. The following Program Improvement Plan will outline the goals, action steps and timeframes relative to those State Plan items in non-compliance.

##### **TITLE IV-E State Plan: Section 3 - Adoption Assistance Payments**

###### **I. Eligibility**

The Federal Regulatory/Statutory References 473(a)(1)(A), 473(c), 473(c)(1), 473(c)(2)(A), 473(c)(2)(B), 473(a)(2)(A), 473(a)(2)(A)(i)(I), 473(a)(2)(A)(i)(II), 473(a)(2)(A)(i)(III), 473(a)(2)(A)(ii), and 473(a)(2)(C) regarding the eligibility requirements will be addressed by:

**PIP Goal 1: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

###### **ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.



**PIP Goal 2: The State must approve revisions to its statute and policies to assure clarification and compliance with federal title IV-E requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. Proposed statute revisions written by April 25, 2008. (April 9, 2008-Complete)
2. Proposed statute revision analysis written by April 25, 2008. (April 10, 2008 - Complete)
3. Proposed statute revisions submitted to ACF Region V representative, Ms. Irene Carrillo for review. (May 10, 2008 - Complete)
4. Sponsor of Bill obtained by May 10, 2008. (May 5, 2008 - Complete)
5. Bill to be introduced in House by June 15, 2008. (May 20, 2008 - Complete)
6. Bill passed by the House committee by June 30, 2008. (June 18, 2008 - Complete)
7. Bill passed by the House by July 1, 2008. (June 19, 2008 - Complete)
8. Approval by Legislature by October 30, 2008.
9. Signed by Governor into law when appropriate legislative action has occurred.

Proposed Timeframe for Completion: December 1, 2008.

**PIP Goal 3: The current Adoption Subsidy SWSS application will be upgraded to accommodate the changes made in Adoption Subsidy Policy.**

**ACTION STEPS / TIMEFRAMES:**

1. A Services Work Request for computer system changes will be submitted to the Department of Information Technology (DIT) within 60 days of ACF approval of policy changes.
2. The Services Work Request Action Team (SWRAT) will review, approve and establish a priority level within 60 days of submission of work request.
3. DHS will advocate for priority one status by requesting approval from the DHS Deputy Director, Stanley Stewart.
4. Business requirements will be written and program developers will be assigned.
5. System changes will be implemented and tested.
6. Adoption subsidy staff will be trained on the SWSS application.
7. Upgrade will be released to production.

Proposed Timeframe for Completion: October 1, 2009.

**PIP Goal 4: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008 for creation of templates.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms by October 1, 2009.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009 for use by private providers.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised and of their availability for use by February 28, 2009.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

**PIP Goal 5: The DHS will assign staff to complete timely reviews of changes in federal and state laws, rules and regulations and make recommendations to the adoption policy staff for necessary changes.**

**ACTION STEPS / TIMEFRAMES:**

1. The DHS Children's Services Federal Compliance Office will be operational by July 30, 2008.
2. Policy staff has been hired for the Adoption, Adoption Subsidy and Guardianship programs and will begin duties by August 31, 2008.
3. The Federal Compliance Office and the policy staff will work as a team in reviewing new regulations and standards and developing appropriate policy.

Proposed Timeframe for Completion: October 1, 2008.

**II. Timing of Eligibility Determinations**

The Federal Regulatory/Statutory References 1356.40(b) and 1356.40(b)(1) regarding the timing of eligibility will be addressed by:

**PIP Goal 6: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 7: The State must approve revisions to its statute and policies to assure clarification and compliance with federal title IV-E requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. Proposed statute revisions written by April 25, 2008. (April 9, 2008-Complete)
2. Proposed statute revision analysis written by April 25, 2008. (April 10, 2008 - Complete)
3. Proposed statute revisions submitted to ACF Region V representative, Ms. Irene Carrillo for review. (May 10, 2008 - Complete)
4. Sponsor of Bill obtained by May 10, 2008. (May 5, 2008 - Complete)
5. Bill to be introduced in House by June 15, 2008. (May 20, 2008 - Complete)
6. Bill passed by the House committee by June 30, 2008. (June 18, 2008 - Complete)
7. Bill passed by the House by July 1, 2008. (June 19, 2008 - Complete)
8. Approval by Legislature by October 30, 2008.
9. Signed by Governor into law when appropriate legislative action has occurred.

Proposed Timeframe for Completion: December 1, 2008.

**PIP Goal 8: The current Adoption Subsidy SWSS application will be upgraded to accommodate the changes made in Adoption Subsidy Policy.**

**ACTION STEPS / TIMEFRAMES:**

1. A Services Work Request for computer system changes will be submitted to the Department of Information Technology (DIT) within 60 days of ACF approval of policy changes have been approved.
2. The Services Work Request Action Team (SWRAT) will review, approve and establish a priority level within 60 days of submission of work request.
3. DHS will advocate for priority one status by requesting approval from the DHS deputy director.
4. Business requirements will be written and program developers will be assigned.
5. System changes will be implemented and tested.
6. Adoption subsidy staff will be trained on the new SWSS application.
7. Upgrade will be released to production.

Proposed Timeframe for Completion: October 1, 2009.

**PIP Goal 9: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

**III. Adoption Assistance Rates**

The Federal Regulatory/Statutory Reference 473(a)(3) regarding adoption assistance rates will be addressed by:

**PIP Goal 10: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 11: The current Adoption Subsidy SWSS application will be upgraded to accommodate the changes made in Adoption Subsidy Policy.**

**ACTION STEPS / TIMEFRAMES:**

1. A Services Work Request for computer system changes will be submitted to the Department of Information Technology (DIT) within 60 days of ACF approval of policy changes have been approved.
2. The Services Work Request Action Team (SWRAT) will review approve and establish a priority level within 60 days of submission of work request.
3. DHS will advocate for priority one status by requesting approval from the DHS deputy director.
4. Business requirements will be written and program developers will be assigned.
5. System changes will be implemented and tested.
6. Adoption subsidy staff will be trained on the new SWSS application.
7. Upgrade will be released to production.

Proposed Timeframe for Completion: October 1, 2009.

**PIP Goal 12: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

**IV. Medicaid Eligibility**

The Federal Regulatory/Statutory References 1356.40(b)3 and 473(b)(1-4) regarding Medicaid eligibility will be addressed by:

**PIP GOAL 13: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.

6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 14: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

V. Eligibility in Subsequent Adoptions

The Federal Regulatory/Statutory References 473(a)(1)(A), 473(c) and 473(a)(2)(A)(ii) regarding the eligibility in subsequent adoptions will be addressed by:

**PIP Goal 15: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office has submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.

4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 16: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

## VI. Extensions of Adoption Assistance Payments

The Federal Regulatory/Statutory Reference 473(a)(4) regarding the extensions of adoption assistance payments will be addressed by:

**PIP Goal 17: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.



2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 18: The State must approve revisions to its statute and policies to assure clarification and compliance with federal Title IV-E requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. Proposed statute revisions written by April 25, 2008. (April 9, 2008-Complete)
2. Proposed statute revision analysis written by April 25, 2008. (April 10, 2008 - Complete)
3. Proposed statute revisions submitted to ACF Region V representative, Ms. Irene Carrillo for review. (May 10, 2008 - Complete)
4. Sponsor of Bill obtained by May 10, 2008. (May 5, 2008 - Complete)
5. Bill to be introduced in House by June 15, 2008. (May 20, 2008 - Complete)
6. Bill passed by the House committee by June 30, 2008. (June 18, 2008 - Complete)
7. Bill passed by the House by July 1, 2008. (June 19, 2008 - Complete)
8. Approval by Legislature by October 30, 2008.
9. Signed by Governor into law when appropriate legislative action has occurred.

Proposed Timeframe for Completion: December 1, 2008.

**PIP Goal 19: The current Adoption Subsidy SWSS application will be upgraded to accommodate the changes made in Adoption Subsidy Policy.**

**ACTION STEPS / TIMEFRAMES:**

1. A Services Work Request for computer system changes will be submitted to Department of Information Technology (DIT) within 60 days of ACF approval of policy changes.

2. The Services Work Request Action Team (SWRAT) will review, approve and establish a priority level within 60 days of submission of work request.
3. DHS will advocate for priority one status by requesting approval from the DHS deputy director.
4. Business requirements will be written and program developers will be assigned.
5. System changes will be implemented and tested.
6. Adoption subsidy staff will be trained on the new SWSS application.
7. Upgrade will be released to production.

Proposed Timeframe for Completion: October 1, 2009.

**PIP Goal 20: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

**VII. Termination of Adoption Assistance**

The Federal Regulatory/Statutory Reference 473(a)(4) regarding the termination of adoption assistance will be addressed by:

**PIP Goal 21: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.

2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 22: The State must approve revisions to its statute and policies to assure clarification and compliance with federal Title IV-E requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. Proposed statute revisions written by April 25, 2008. (April 9, 2008-Complete)
2. Proposed statute revision analysis written by April 25, 2008. (April 10, 2008 - Complete)
3. Proposed statute revisions submitted to ACF Region V representative, Ms. Irene Carrillo for review. (May 10, 2008 - Complete)
4. Sponsor of Bill obtained by May 10, 2008. (May 5, 2008 - Complete)
5. Bill to be introduced in House by June 15, 2008. (May 20, 2008 - Complete)
6. Bill passed by the House committee by June 30, 2008. (June 18, 2008 - Complete)
7. Bill passed by the House by July 1, 2008. (June 19, 2008 - Complete)
8. Approval by Legislature by October 30, 2008.
9. Signed by Governor into law when appropriate legislative action has occurred.

Proposed Timeframe for Completion: December 1, 2008.

**PIP Goal 23: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.

3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

#### VIII. Adoption Assistance Agreements

The Federal Regulatory/Statutory References 473(a)(3) and 475(3) regarding the adoption assistance agreements will be addressed by:

**PIP GOAL 24: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

#### **ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

**PIP Goal 25: Current forms, letters and publications used for the adoption subsidy program will be modified to reflect the changes to Michigan statute and adoption subsidy policy.**

**ACTION STEPS / TIMEFRAMES:**

1. All forms, letters and publications will be reviewed for accuracy by September 30, 2008.
2. Revisions will be sent to Office Services by November 30, 2008.
3. The Adoption Subsidy SWSS application will be upgraded to include the revised forms.
4. DHS forms will be available on the DHS Intranet/Internet by February 1, 2009.
5. DHS pamphlets will be available on the DHS public website by February 1, 2009.
6. DHS and contract agency adoption staff will be notified of the list of forms and letters that have been revised.

Proposed Timeframe for Completion: March 1, 2009 based on timeline for adoption assistance policy changes.

**IX. Nonrecurring Adoption Expenses**

The Federal Regulatory/Statutory References 473(A)(b) regarding nonrecurring adoption expenses will be addressed by:

**PIP Goal 26: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

#### **TITLE IV-E State Plan: Section 4 - General Program Requirements**

##### X. Administrative Hearings

The Federal Regulatory/Statutory Reference 471(a)(12) regarding administrative hearings will be addressed by:

**PIP Goal 27: The DHS will revise the Adoption Assistance policy manual to clarify the title IV-E regulations and clarify program requirements.**

##### **ACTION STEPS / TIMEFRAMES:**

1. The Adoption Subsidy Office submitted policy drafts, to ACF Region V representative, Ms. Irene Carrillo, for review and consultation on February 29, April 11, April 29, and May 16, 2008.
2. Final draft of the policy rewrite will be submitted to ACF for approval by August 1, 2008.
3. When approved by ACF, the new policy will go through an internal DHS review. If the DHS review requires further modifications, ACF will be advised of the requested changes for approval.
4. The DHS internal review will be completed within 90 days of the ACF approval date and policy will be in place within 60 days of the final approval date by DHS.
5. Adoption subsidy staff and public/private adoption workers and supervisors will be trained on the changes to policy within six months of implementation by Adoption Subsidy Program Office in conjunction with Child Welfare Training Institute. Documentation of training will be provided to ACF.
6. Web access to the revised manual will be established by December 31, 2008.

Proposed Timeframe for Completion: January 1, 2009.

## **V. TITLE IV-E STATE PLAN – FOSTER CARE PROGRAM IMPROVEMENT PLAN**

The Michigan DHS was notified by the Administration for Children and Families Region V representative, Ms. Irene Carrillo that several items in Michigan's title IV-E State Plan are in non-compliance. The following Program Improvement Plan will outline the goals, action steps and timeframes relative to those State Plan items in non-compliance.

### **TITLE IV-E State Plan: Section 1 - Organization**

#### **I. State Agency Structure and Function**

Pursuant to the Federal Regulatory/Statutory References:

*The State agency has available upon request an organizational chart of the State agency and a description of the functions of each of its organizational units as they relate to the administration or supervising the administration of the Title IV-E foster care maintenance, independent living (at State option) and adoption assistance payments program.*

**PIP Goal 1: The DHS will revise the State agency organizational chart, including description of the functions of each of its units as they relate to the administration and supervision of the title IV-E foster care maintenance, independent living and adoption assistance payments program.**

Note: The DHS is currently undergoing a departmental reorganization. Upon completion, the revised Organizational Chart will be posted and added to the title IV-E State Plan.

#### **ACTION STEPS / TIMEFRAMES:**

1. Submit the December 2007 DHS Organizational Chart. (Complete)

### **TITLE IV-E State Plan: Section 2 - Foster Care Maintenance Payments**

#### **II. Eligibility**

The Federal Regulatory/ Statutory Reference 1356.21(k) requirement regarding removal and voluntary placement agreements will be addressed by:

**PIP Goal 2: The DHS will develop further policy around voluntary placements, in addition to the already established policy items CFF 722-1 page 6 and CFF 902-2, title IV-E Eligibility Requirements.**

#### ACTION STEPS / TIMEFRAMES:

1. The DHS will initiate applicable policy development relevant to the State of Michigan and make recommendations to Administration regarding such policy. (September 2008)
2. In the event additional policy is appropriate, policy development and implementation will be completed. (May 2009)

### III. Payments

The Federal Regulatory/ Statutory References 472(i)(1), 472(i)(1)(a) and 472(i)(2) requirements regarding Administrative costs will be addressed by:

**PIP Goal 3: The DHS will release policy revisions to comply with the requirements.**

#### ACTION STEPS / TIMEFRAMES:

1. Policy will complete FAR process. (April 2008 - Complete)
2. Policy will complete Executive approval. (May 2008 - Complete)
3. Policy will complete publication. (August 2008)

**PIP Goal 4: The DHS will provide evidence of the federally approved state Cost Allocation plan that relates to this requirement.**

#### ACTION STEPS / TIMEFRAMES:

1. Submit federally approved state Cost Allocation Plan. (COMPLETE – see Attachment F)

### IV. Case Review System

The Federal Regulatory/Statutory References 1356.21(g)(1), (2), (3), (4), (5); 475(1)(A), (B), (D), (E); 475(5)(A)(i),(ii) requirements regarding the Case Plan will be addressed by:

**PIP Goal 5: The DHS will develop revised Juvenile Justice policy to reflect case plan development with the parent(s) or guardian(s).**

#### ACTION STEPS / TIMEFRAMES:

1. Juvenile Justice Policy development and implementation will be completed. (May 2009)



**PIP Goal 6: The DHS will release policy revisions to comply with the requirements.**

**ACTION STEPS / TIMEFRAMES:**

1. Policy will complete FAR process. (April 2008 - Complete)
2. Policy will complete Executive approval. (May 2008 - Complete)
3. Policy will be implemented. (August 2008)

V. Permanency Hearing

The Federal Regulatory/ Statutory References 1356.21(b)(3), 475(5)(C) and 471(a)(15)(E)(i) requirements regarding permanency hearings will be addressed by:

**PIP Goal 8: The DHS will continue to advocate and monitor the passing of Senate Bill No. 669.**

Note: **Senate Bill No. 669, entitled** A bill to amend 1939 PA 288, entitled "Probate code of 1939," by amending section 19a of chapter XIIA (MCL 712A.19a), as amended by 2004 PA 473, with the recommendation that the substitute (H-1) be adopted and that the bill then pass. The bill passed the Senate on 6/26/08.

**ACTION STEPS / TIMEFRAMES:**

1. The DHS will provide a copy of the Senate Bill which is still pending legislative action. (Complete - see Attachment G)

VI. Medical and Social Services

The Federal Regulatory/Statutory References 1356.21(h) and 471(a)(14) requirements regarding medical and social services will be addressed by:

**PIP Goal 9: The DHS will demonstrate compliance by way of submission of federally approved Michigan Title XX Social Services Block Grant (SSBG).**

**ACTION STEPS / TIMEFRAMES:**

1. The DHS will provide a copy of the approved FY 2008 Social Services Block Grant State Plan. (COMPLETE – see Attachment H)
2. The DHS will provide a copy of the proposed FY 2009 Social Services Block Grant State Plan. (COMPLETE – see Attachment I)
3. The DHS will provide a copy of the FY 2008 Social Services Block Grant Proposed Plan Amendment. (COMPLETE – see Attachment J)

4. The DHS will submit approval verification upon receipt of items in Action Steps 1 and 2 above. (September 2008)

## VII. Preventative and Reunification Services

The Federal Regulatory/Statutory References 1356.21(b)(4) and 471(a)(15)(F) requirements regarding concurrent planning will be addressed by:

**PIP Goal 10: The DHS will continue to advocate and monitor the passing of Senate Bill No. 671.**

Note: Concurrent planning (a) (b) in SB 0671. Amendment for Reasonable efforts to place a child for adoption or w/ legal guardian, including identifying appropriate in-state and out-of-state placements, may be made concurrently. **Senate Bill No. 671, entitled** A bill to amend 1939 PA 288, entitled "Probate code of 1939," by amending section 19 of chapter XIIA (MCL 712A.19), as amended by 2004 PA 477 passed Senate on 6/26/08.

**ACTION STEPS / TIMEFRAMES:**

1. The DHS will provide a copy of the Senate Bill which is still pending legislative action. (Complete - see Attachment K)

## VIII. Termination of Parental Rights

The Federal Regulatory/Statutory Reference 1356.21(i)(1) requirement for filing a petition to terminate parental rights will be addressed by:

**PIP Goal 11: The State of Michigan will implement legislative action on this matter.**

**ACTION STEPS / TIMEFRAMES:**

1. The DHS will submit Enrolled Senate Bill No. 1292, PA 488 effective January 1, 2007. (Complete – submitted May 23, 2007 via email to Region V representative, Irene Carrillo and Attachment L)

## **TITLE IV-E State Plan: Section 4 - General Program Requirements**

### IX. Review of Payments and Licensing Standards

The Federal Regulatory/Statutory Reference 1356.21(m)(1)&(2) and 471(a)(11) requirements for review of payments made for foster care maintenance and adoption assistance will be addressed by:

**PIP Goal 12: The DHS will establish a method of review of foster care maintenance and adoption assistance.**

#### **ACTION STEPS / TIMEFRAMES:**

1. The DHS will convene an administrative committee to address compliance with this requirement. (September 2008)
2. The DHS will establish protocol to comply with this requirement. (October 2008)
3. The DHS will establish written processes for this requirement.
4. The process will occur annually prior to the Executive budget development process.

## **TITLE IV-E State Plan: Section 5 - General Provisions**

### X. Availability of State Plans

The Federal Regulatory/Statutory Reference 1356.21(c) requirement for State plan and plan amendment availability for public review will be addressed by:

**PIP Goal 13: The DHS will make the Title IV-E State Plan and Plan Amendments available for public review and inspection.**

#### **ACTION STEPS / TIMEFRAMES:**

1. The DHS will provide the 2007 title IV-E plan to the Office of Communications. (July 2008)
2. The Office of Communications will approve the plans for publication on the Department of Human Services website. (July 2008)
3. The plan will be placed on the DHS website. (July 2008)
4. A process will be developed to continually update the website when plan changes occur. (September 2008)
5. The website update process will be provided to the Administration for Children and Families. (October 2008)

## **VI. REPORTING OF PROGRESS**

A quarterly report will be forwarded to ACF to indicate progress on action steps identified for each goal. The initial report period will begin July 10-October 10, 2008, with a report submitted to ACF by November 1, 2008.

The quarterly reports will provide details of progress toward completion of each Program Improvement goal. Any proposed changes to the PIP will be negotiated between the DHS and ACF. Written technical assistance is requested to ensure that the proposed goals meet the federal requirements.